



MICROSOFT WORD - INTERMEDIATE

A One Day Course Covers:

1. Bullets and Numbering

- Applying Bullets & Numbering to Text
- Customising Bullets
- Creating an Outline List

2. Enhanced Page Setup

- Headers and Footers
- Page Numbering
- Working with Section Breaks

3. Productivity Tools

- Autocorrect
- AutoText, AutoComplete
- AutoFormatting
- Applying Styles

4. Borders/Lines/Shading and Drop Cap

- Adding Borders
- Removing Borders and Shading
- Creating Drop Caps

5. Tables

- Drawing a Table
- Creating a Table
- Moving the Insertion Point
- Modifying a Table
- Merging Cells
- Splitting Cells
- Table Borders
- Maths Feature
- Sorting Data

6. Columns

- Creating Columns
- Modifying Columns
- Viewing Multiple Columns
- Creating Uneven Columns
- Working with Column Breaks

7. Mail Merge

- Creating a Main Document
- Creating a Data Document
- Completing the Main Document
- Editing the Data Document
- Using External Data
- Printing Mail Merge Documents
- Sorting and Selecting Records
- Creating Labels

8. Customising Word

- Displaying Hidden Toolbars
- Floating and Docking Toolbars
- Customising Toolbars
- Creating a Toolbar
- The Menu Bar

9. File Management

- Creating Folders
- Selecting Files
- Copying/Moving Files
- Deleting Files
- Previewing Files
- Sorting Files

